

Custom Report: KY Immunization Certificates – The purpose of this report is to produce aggregate and detailed immunization certificate data for students in grade 00 or grade 06. The Infinite Campus Toolbar will control the school/district for which the report will generate. Students included in the reports will be based on the Active Enrollment Date entered. Students enrolled on this date will be included in the report and immunization certificate expiration dates will be considered expired if they are prior to this date. The Aggregate report returns school/district totals of immunizations certificates for students enrolled in the school/district selected in the Toolbar on the date entered. The Detail report returns student-level immunization certificate data, including data entry errors, for students enrolled in the school/district selected in the Toolbar on the date entered.

Selection Criteria: (1) Enter the Active Enrollment Date for the report; (2) Select the Report Type you wish to run.

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Pathway: KY State Reporting > KDE Reports > KY Immunization Certificates

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: Both report types will generate in Excel format.

Aggregate:

Sch Year	Dist Number	Dist Name	Sch Number	School Name	Grade	Enrolled	Expired Certificates	Missing Certificates	Standard Certificates	Provisional Certificate	Medical Exemptions	Religious Exemptions	Data Entry Errors
2017	301	ABC County	071	ELEMENTARY SCHOOL	00	70	3	61	8	0	0	0	62
2017	301	ABC County	071	ELEMENTARY SCHOOL	06	60	29	3	55	1	0	0	6

Detail:

Sch Year	Sch Number	School Name	Grade	SSID	Last Name	First Name	Certificate Expiration Date	Expired Certificates	Missing Certificates	Standard Certificates	Provisional Certificates	Medical Exemptions	Religious Exemptions	Data Entry Errors
2017	071	ELEMENTARY SCHOOL	06	1234567890	MOUSE	MICKEY		Y	N	N	N	N	N	No Certificate Type
2017	071	ELEMENTARY SCHOOL	06	1234567890	MOUSE	MICKEY		Y	N	N	N	N	N	No Certificate Expiration
2017	071	ELEMENTARY SCHOOL	06	1234567890	MOUSE	MICKEY		Y	N	N	N	N	N	No Certificate Date
2017	071	ELEMENTARY SCHOOL	00	1234567890	DUCK	DONALD		N	N	N	N	N	N	No Certificate Type
2017	071	ELEMENTARY SCHOOL	00	1234567890	DUCK	DONALD		N	N	N	N	N	N	No Certificate Expiration
2017	071	ELEMENTARY SCHOOL	06	1234567890	BUNNY	BUGS	07/01/2016	N	N	Y	N	N	N	
2017	071	ELEMENTARY SCHOOL	06	1234567890	DUCK	DAFFY	01/05/2015	Y	N	Y	N	N	N	

Suggested report uses:

- Run the aggregate report to verify all grade 00 and grade 06 students in the school have compliant immunization certificates. To see details on the students with data entry errors or missing certificates, run the detail report.

- Run the detail report and turn on filters in Excel to view students with data entry errors. These errors include: missing certificates, expired certificates, certificates without a date and certificates with no certificate type. Errors should be corrected on the student's Health tab in Infinite Campus. School and district data is reported annually by the Health and Transportation Branch.